

DD/M&S Registry

File

04M1

17 Apr 1973

MEMORANDUM FOR: Executive Officer to the  
Deputy Director for  
Management and Services

SUBJECT : Newsletter (Support Bulletin)

Tex :

The first Support Bulletin was published in January 1957, the last in January 1971. During the period 1957-1971 forty bulletins were published. Bulletin No. 40 was never sent overseas; apparently because some of the articles failed to satisfy certain officers in the Plans Directorate. Foot dragging on the part of the Plans Directorate with respect to the bulletin program, and apathy on the part of those who could contribute articles for the bulletin more than anything else led to its demise.

The idea for a newsletter, i.e.; a Support Bulletin, originated with Colonel White at the 3 January 1957 Deputy's Meeting. Colonel White had just returned from an overseas TDY and made the following points at the meeting:

He noted that during his recent trip to the field he had been "impressed with a lack of information available on current items of interest, e.g.; personnel matters, congressional liaison, the new building, new retirement policy, language incentive program, promotion policy, etc." Colonel White said that as a result he had prepared a bulletin "for information only, to the field, covering these and other items," and noted he "intended to prepare subsequent bulletins as new items might come up." General Cabell commented that he had been attempting for two years to get agreement on a newsletter from Headquarters and had intended to again raise the matter.

Colonel White's bulletin was published in January 1957. During the first full year of publication, six bulletins were issued, during the last year only one was issued.

Throughout the history of the Support Bulletin items for publication have been a major problem. Selection of items, locating employees willing to write items, coordination, sterility and editing have all been major obstacles in the timely publication of a bulletin. As the Support Bulletin was a Support Directorate exercise, it was the practice to request items for inclusion in Support Bulletins at the DD/S Staff Meeting. This was followed by office heads asking their employees for contributions. This, however, resulted in few items being submitted. It was suggested at one point that more clout be put in this effort, such as a formal letter from the DD/S to each office head indicating his seriousness about the Support Bulletin and his desires for articles for the bulletin. There is no indication, however, that such a memorandum was ever written. It was further suggested that coordination take place at the Deputy Director level in order to "effectively" reduce the number of petty objections raised by the Plans Directorate. This also failed to take place.

Messrs. White, Bannerman and Coffey all struggled with the problem of a newsletter with major emphasis focused on the timely publication of the Support Bulletin. The last attempt to come to grips with the concept of a newsletter was late 1971 and early 1972. Again Colonel White had just returned from an overseas TDY and had expressed his concern over the lack of information about Headquarters happenings available to employees overseas. He expressed his concern to Mr. Karamessines and Mr. Coffey in a "Tom and Jack" note dated 12 November 1971, see Attachment A. This started the ball rolling once again and the Support Services Staff, working with Regulations Control was tasked with the job of coming up with ideas. After considering all the problems that surrounded the Support Bulletin, it was generally agreed that there would be little gained in following this same format.

Instead, it was suggested that it would be more practicable to publish timely items in the form of an employee bulletin. The Headquarters Employee Bulletin would remain much the same, but items of interest to all Agency employees would be incorporated in an "employees bulletin" to be distributed to [redacted] field installations as well as at Headquarters. This idea was formalized in a memorandum to the Executive Director-Comptroller dated 22 February 1972, see Attachment B. The memo was routed to the Deputy Director for Plans for coordination, and needless to say, it was shot down by him. Mr. Coffey did not pursue the matter further and there is where the matter rests today.

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Given the compartmentation in CIA along with security and cover considerations, I cannot see a newsletter such as State's Newsletter being published in this Agency. Moreover, such an effort would require a sizable staff with representation from each directorate empowered with the authority to coordinate and speak for his directorate. Even so, I have doubts that the Operations Directorate would be willing to cooperate with such a staff. As an alternative, I believe the employees bulletin is the most palatable to all directorates. Further it meets the time consideration as items could be published when they are written. Attached for consideration (Attachment C) are the two notices [redacted] that were proposed to establish the employees bulletin with a cover memorandum to the Executive Director-Comptroller. If you agree that the employees bulletin is the best alternative for an Agency newsletter, please return and I will rewrite the original proposal to bring it up-to-date.

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To give you an idea of the contents generally found in a Support Bulletin, I have attached SB No. 1 and No. 40.

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Atts:  
as stated

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12 November 1971

MEMORANDUM FOR : Deputy Director for Plans  
Deputy Director for Support ✓

SUBJECT : Support Bulletin

Tom and Jack -

On my recent trip to the field, I was impressed with the fact that our personnel at all the Stations I visited were hungry for tidbits of information about what is going on at Headquarters. As you know, we have the greatest grapevine in the world and it carries as much misinformation as it does accurate information.

I was disappointed to learn from Bob Wattles shortly prior to my departure for this trip, that the Support Bulletin which was designed to fill this need was no longer distributed to the field. In fact, I understand from Jack Coffey since my return, it is no longer published at all. I certainly agree that if it isn't going to be sent to the field, there is no need for it. I do feel very strongly, however, that something like this is highly desirable to meet the needs, satisfy the appetites of, and improve the morale of our people overseas.

I would appreciate it very much if you would consider this matter together and let me know at your earliest convenience what, if anything, we ought to do about it.

L. K. White  
Executive Director-Comptroller

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72-0833

DD/S 72-0301

22 FEB 1972

MEMORANDUM FOR: Executive Director-Comptroller

VIA : Deputy Director for Plans

SUBJECT : Employee Bulletins

REFERENCE : Executive Director-Comptroller's Memorandum  
to Deputy Director for Plans and Deputy  
Director for Support dated 12 November 1971,  
Subject: Support Bulletin (ER 71-5698)

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 6.

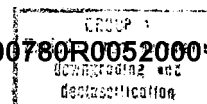
2. We have concluded, with some lingering regret, that we cannot afford the time and trouble necessary to perpetuate the Support Bulletin. For a variety of reasons the Support Bulletin did not achieve the objectives which were originally set for it. Problems of developing articles of current interest which could meet content requirements and the fact that distribution here and overseas never reached the level desired have contributed to its demise.

25X1 3. There is already in  provision for the handling of information of a more parochial character--intra-office issuances designed for the official guidance and direction of personnel and activities within a Directorate or component. At Tab D we have attached a list of issuances of this nature which are published within Directorates. The use of issuances of this type could, of course, be expanded in the interest of wider intra-Directorate or intra-component communication.

4. In reviewing the problems connected with the Support Bulletin and considering your suggestion that the Headquarters Employee Bulletin be used to inform employees on subjects broader than those currently covered, we concluded that we could produce a bulletin to fill both needs. We propose that

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there be established an Employee Bulletin for use in informing employees whether in Headquarters or at [ ] overseas field installations on matters which are determined to be of interest to all Agency personnel. We visualize a Headquarters version of the Employee Bulletin to be marked "Headquarters" and printed on salmon colored paper and a sterilized field version marked "Field" and printed on light blue paper. Employee Bulletins could be originated in any component. They would be processed in the same manner as the present Headquarters Employee Bulletin except that they would be submitted to the DD/S for review and approval for publication before processing. We have drafted and attach at Tab A proposed Headquarters [ ] establishing the Employee Bulletin. For emphasis we suggest each be signed by the Director.

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5. In researching this proposal, information was collected about the handling of Headquarters Employee Bulletins published during the period 15 September 1970 to 1 September 1971 which were considered to be of interest to all employees. The chart at Tab B tabulates the results. There is attached at Tab C some detailed data on foreign [ ] distribution of most recent [ ]. While distribution of issuances will vary somewhat depending upon the subject matter of the particular issuance and the judgment of the individual components about its general interest or applicability to people at particular installations, we believe that some more formalized method of disseminating information of general interest to the field is in order. The suggested Employee Bulletin should serve this purpose.

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6. This memorandum is being sent to you through the DD/P because of the suggested extension of the bulletin [ ]. If you agree with the proposal that the Employee Bulletin should be a principal means of communicating non-regulatory information of general interest to all Agency employees, you may wish to consult with all Deputies before submitting the notices for the Director's signature. Subject to your decision on that point, it is recommended that:

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- a. The proposed Employee Bulletin as described above be approved; and
- b. The proposed Headquarters [ ] be signed.

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John W. Coffey  
Deputy Director  
for Support

Attachments

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CONCUR:

\_\_\_\_\_  
Thomas H. Karamessines  
Deputy Director for Plans

\_\_\_\_\_  
Date

The recommendation contained in paragraph 6 is approved.

\_\_\_\_\_  
W. E. Colby  
Executive Director-Comptroller

\_\_\_\_\_  
Date

Distribution:

Orig - Adse w/atts (Return to C/SSS via DD/S)

- 1 - ER w/atts
- 1 - DD/P w/atts
- 2 - DD/S w/atts
- 1 - DD/S/SSS Subject
- 1 - DD/S/SSS Chrono

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## EMPLOYEE BULLETINS

1. In 1962 the *Headquarters Employee Bulletin* was approved as a means of keeping Agency employees at headquarters abreast of transitory, general interest information of a nonregulatory, nonofficial nature. Overall, the *Headquarters Employee Bulletin* has served this purpose well. I believe, however, that an additional publication is needed to bring current information of general interest to the attention of all employees. To accomplish this, an *Employee Bulletin* is established.

2. The *Employee Bulletin* will be circulated to employees located in the headquarters area, [ ] and [ ] field stations [ ]. The bulletin will include the kind of information formerly presented in certain *Headquarters Employee Bulletins* and in the *Support Bulletin*. For example, legislation and Comptroller General decisions affecting Agency employees, personnel benefits and services items, technological advances of interest to the Agency, and Agency programs and activities of general interest are appropriate topics for inclusion in the bulletin.

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3. To ensure the success of the bulletin as the Agency's principal means of communicating nonregulatory information to its employees on a timely basis, Operating Officials are expected to be alert to topics for publication in a bulletin. Proposed bulletins may be initiated by any component. Drafts of proposed *Employee Bulletins* will be submitted through administrative channels to the Deputy Director for Support who will determine whether the subject matter is appropriate for publication as an *Employee Bulletin*.

4. Information of interest to headquarters employees only will continue to be published in a *Headquarters Employee Bulletin* and its distribution will be limited to employees located in the Metropolitan Washington area.

5. Operating Officials are responsible for assuring that appropriate distribution and/or circulation of employee bulletins is made to all employees under their jurisdiction.

Richard Helms  
Director

DISTRIBUTION: AB

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CD/72-0832

DD/S 72.0763

24 February 1972

MEMORANDUM FOR: Deputy Director for Support

REFERENCE: DD/S memo dtd 22 Feb 1972, Subject:  
Employee Bulletins

Dear Jack:

I cannot concur in the attached as presented. I am not sure I understand all the implications of the attached, but those that I believe I understand I am not in favor of. Among other things, I am reluctant to formalize a procedure whereby any component of the Agency can feel free, without recourse to the Clandestine Service, to produce a document, useful or useless as the case may be, which with only DD/S concurrence or approval, would go to all our people in the field. I am in favor of less of this kind of paper floating around rather than more.

  
Thomas H. Karamessines  
Deputy Director for Plans

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Attachment  
Reference memo

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6 APR 1972

1. Regulations Control Branch has no background on the beginning of the Support Bulletin. I do remember it was started with the idea of keeping headquarters and particularly field personnel informed on administrative, legislative, and support matters. There is a memorandum dated 2 January 1957 indicating that the Support Bulletin had been discussed at the deputies meeting (not available in Regulations Control Branch.) I understand Records Administration Branch was looking for this memorandum for [redacted] in July 1971 but was unable to locate it. They called [redacted] in Executive Registry to ask him to search through the Directors minutes of December 1956 for a reference to the bulletin, but were told all minutes were charged to the History Group [redacted] of ONE) and under the rules, not available for review except by a privileged few. (A member of the Historical Group.)

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2. Regulations Control Branch would receive articles from support offices, I really don't know if the Deputy Director for Support sent a memorandum out asking for contributions, or exactly how the word got around, but we did receive articles.

3. Regulations Control Branch was given the responsibility of editing and publishing the Support Bulletin on January 1957, this lasted until sometime in 1966. Because of the time consuming work involved in publishing the Support Bulletin and shortness of personnel in Regulations Control Branch the responsibility of the Support Bulletin was transferred to the immediate office of the Deputy Director for Support in 1966 through 1969 [redacted] The only responsibility that Regulations Control Branch had was preparing the requisition and distribution schedule at the time it was ready for publication. When [redacted] retired, the responsibility of the Support Bulletin was given to [redacted]

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4. In 1970 the Support Bulletin had a "new look" published under the direction of the Deputy Director for Support. There was a committee established with eight members. As far as I can tell field personnel did not receive copies, but maybe there was a field version, and Regulations Control Branch did not receive copies. Regulations Control Branch had nothing to do with the publication of Support Bulletin - 40. (Copy attached.)



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Support Bulletin 1 - January 1957 (No background), copy attached.

Support Bulletin 2 - February 1957

Support Bulletin 3 - March-April 1957  
(Published every two months through October 1958)

January 1959 - February 1960  
(Published every three months)

October 1960 - March 1961  
(Published every 4 months)

November 1961 - August 1966  
(Published twice a year)

Sometime in 1966 the responsibility was transferred to   
O/DDS.

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Support Bulletin 30 was last bulletin Regulations Control Branch  
published - copy attached.

January 1967 - September 1967  
(Published three times a year)

April 1969 - December 1969  
(Published twice a year)

New look - Support Bulletin 40 (copy attached.)

MEMORANDUM FOR: Mr. Brownman via Mr. Wattles

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Your recent staff meeting comments about a periodic newsletter or bulletin caused me to have [redacted] summarize the background on this subject.

I heartily endorse the employee bulletin concept because it seems to be the most practical way to keep field and headquarters employees posted on non-regulatory matters.

We can prepare a package proposal that would be suitable as an agenda item for Management Committee consideration if you agree with the bulletin approach.

*OK - prepare a package  
for Mgt Comm review*

LDP  
11 Apr 73  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

1 4/23/73

STAT  
[redacted]  
Jack -  
Let's discuss  
this before you  
begin. I would  
like to complete  
our staff work  
by 30 apr -  
P